

**TUALATIN TOMORROW  
VIC STEERING COMMITTEE**

**MEETING #17**

**October 14, 2009**

6:36 P.M. – 8:30 P.M.

City Council Chambers, 18880 SW Martinazzi Avenue

**MEMBERS PRESENT:** Monique Beikman; Frank Bubenik; Ed Casey; Dayna Kam; Candice Kelly; Kelly King; Connie Ledbetter; Linda Moholt; Beth Roach; Alex Schrimp; Jay Wilcox; Bethany Wurtz

**MEMBERS ABSENT:** Jill Anderson; June Bennett; Larry McClure; Rina Minato; Ben Roberson; Sarah Smurthwaite; Karen Solano; Ashley Thiessen

**GUEST:** Hal Ballard

**STAFF:** Doug Rux, Community Development Director  
Carol Rutherford, Office Coordinator  
Margie Bradley, Tualatin Tomorrow Champion

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**AGENDA**

Mr. Bubenik called the meeting to order and briefly reviewed the handouts.

**ACCEPTANCE OF MINUTES FROM AUGUST 12, 2009 VIC STEERING COMMITTEE**

MOTION by Casey, SECOND by Wilcox, to approve the minutes of the August 12, 2009, VIC Steering Committee meeting. MOTION PASSED unanimously.

**NEW BUSINESS**

**Website Update:** There is a critical need to update the Tualatin Tomorrow site. Margie Bradley is requesting approval to purchase software that will enable her to do the updates. She has done this in previous positions. Many sections of the initial material will be archived. She would like to create an email address that is unique to Tualatin Tomorrow for people to email inquiries as well as email accounts for the Focus Area leads. The website will be professional in appearance with current photographs and be user friendly with many links. She encouraged Steering Committee members to contact her with any questions or suggestions. Margie's goal is to have the site updated next month and then maintain it on an ongoing basis.

**OLD BUSINESS**

**Update-Needs for Newsletter:** Margie has talked to Jay Wilcox who will provide her with information for inclusion in the November insert. That edition will also feature an article on Candice Kelly and contain a section for volunteer recruitment, emphasizing the need for an accountant to assist with the upcoming Farmers' Market. The insert will be drafted this week and sent out for review on Monday.

**Update-Vision and Strategic Action Plan:** Margie reported that the document is almost complete and will be sent to the printer early next week. She displayed a copy of the proposed Table of Contents and described how it will provide additional information and transfer well to the website to hyperlink to individual areas and enable easy navigation. She encouraged Focus Area leads to review their information and advise if there are any additional updates no later than 5 p.m. on Friday, October 16th.

**Update-Partner Luncheon:** Candice stated that this event is scheduled for Thursday, January 14, 2010 at Hayden's in the large lakefront room. Menu options as well as the room configuration are being discussed. There will be no rotation around tables. Focus Area leads were requested to start thinking about who should be invited to sit at your table (which will accommodate 8-10 individuals). City Council members will be invited, and youth representatives are encouraged to attend. Name tags will be provided. Focus Area leads were also encouraged to think about materials for inclusion in the packets and to focus on one really important item for discussion at each table. The results compiled via Survey Monkey will provide guidance and will be available in late November.

Beth Roach stated that she participated in brainstorming sessions with her former employer. Breakout areas were provided, and they were requested to develop 1-3 goals, identify a specific action, and who will do it. Jay stated that Health Safety and Social Services is broad in scope, and it will be challenging to determine who should participate. Candice suggested that he review his list of Partners and Supporting Partners to identify who might best connect and then match that list up with action items.

Bethany Wurtz inquired about the purpose of last year's luncheon. Focus Area Leads met with their Partners to determine where they're at, where they're going, and if any assistance was needed on their action items. Candice commented that last year's session was too rushed which is why the decision was made to have only one group instead of rotating to two tables. The Partners will be given homework ahead of time so that they will be well prepared. As the survey will be completed earlier, the Focus Area leads will have adequate time to prepare for the event.

Hal Ballard stated that he spoke with the Mayor and Councilor Beikman at the Safe Route to Schools Conference last August, and the City seemed willing to support this mission. While we cannot undertake new action items, this subject ties into goals already identified in the Action Plan (i.e. health topics, bike routes, and safety). When the plan is reviewed at the five-year anniversary, a new action item could be created to further address this issue.

**Update-Survey Monkey:** Frank updated this document based on discussions at the September VIC meeting and displayed the updated version. He briefly reviewed the document in its entirety and highlighted the changes. Partners will enter the contact information only one time. If items are completed, the remainder of the questions will be skipped and take you to the last page when comments can be entered, as needed.

Steering Committee members again discussed the various choices of where in the process a particular action item might be. Connie stated that the Action Plan document contains a section with this information. Doug Rux reviewed the scenario that some action items are

“continuing” and may not have a specific ending date (i.e. Connie’s example of tree planting). Some items may fall into the category of “not started” while others have no plans to implement the action item. Frank will adjust this question to provide for all scenarios.

The wording on Question #6 has been changed with text boxes added for further clarification. In Question #8, the Partner Assistance Team is referenced and their role is explained,

Bethany Wurtz stated that she is new to this process. In addition, TriMet now has only one representative, and she’s also new. Bethany indicated that she’s not sure that she knows what her numbers are. Candice stated that this information will be on the website, and we will insure that we provide all Focus Area Leads and the Partners with a copy of the updated Action Plan. Last year Doug created a matrix for use by City staff to help guide them through this process. Hard copies of the questionnaire were distributed to the pertinent staff members who completed the data which was then keyed in by Carol.

Connie Ledbetter inquired if there was a way to carry the Strategy and Action Item number through from page to page. Frank indicated that he didn’t think this was possible. Margie suggested that the individuals completing the survey could pull out the section that is appropriate for each Partner rather than dealing with the entire document. Linda Moholt stated that this is not a long survey, and the appropriate area of the book will be available for reference. Also, the Partners can navigate throughout the document by using the “previous” button. This doesn’t delete any answers already entered.

Upon completing the last page of the survey, it will then take you back to the survey link where you can begin entering the data for the next question. Previously, the survey had a “thank you” page but that didn’t work correctly, and respondents were required to re-enter the contact information.

Connie mentioned that Dana Terhune, representative for the School District may need assistance. It was recommended that she interface with Jill Zurschmeide. Councilor Beikman offered to contact them. Candice recommended that we obtain the Excel spreadsheet copies from last year’s survey for reference. If nothing has changed, entering the data will go more quickly. Ed stated that he found the compilation very confusing and had to cut and paste the data. He’d prefer to receive the raw data and then customize it to meet his specifications.

Linda stated that Lisa Brown of Community Action is the speaker at the Chamber luncheon on October 22nd. They remain committed to Tualatin Tomorrow and could be represented at our meetings by one of their AmeriCorps employees. Jay stated that we will always be facing turnover.

**Update – 2010 Annual Event Planning:** Connie is chairing this event. She is awaiting pricing information from the Grand Hotel. The main conference room can accommodate 100 people, and additional areas include the breakfast area and a small boardroom. The lobby area is large and could accommodate the registration tables and door prizes. Candice encouraged the Focus Area leads to think about which Partners should participate in this event and how large a display will be required. Meeting attendees discussed the option for each focus area to provide a short presentation on a “hot topic” which could be publicized

ahead of time to attract additional attendees, similar to what Larry McClure has suggested for forums at the Heritage Center. This event can also serve as a means to solicit volunteers.

Another possible venue for the event is the Grange located near the lake at the Commons. While numerous churches in the area could likely accommodate us, that would be our last option. Margie offered to assist Connie in researching options for the location.

### **Focus Area Leads Reports:**

TTC: Bethany Wurtz referenced the handout that she created to address questions on the proposed changes to the Regional Transportation Plan (RTP) that effect the City of Tualatin. She has received quite a bit of feedback and encouraged committee members to contact Metro prior to 5 p.m. on Thursday, October 15<sup>th</sup> with any comments. Councilor Beikman has attended numerous meetings. Doug Rux expanded on the upcoming schedule and the extensive involvement with MPAC, JPAC, Metro and elected officials. The comment period may be extended to November 15<sup>th</sup>. The actual adoption of the Regional Transportation Plan will not occur until June 2010, but it is important to let Tualatin's position on these proposed roadways be known now. Draft revision language regarding the northern arterial has submitted to Metro. Bethany encouraged everyone to comment early and often.

Regardless of what projects are contained in the final update to the RTP, funding will be a key issue and identified projects will compete against one another. Doug explained that something may be in the RTP but won't be built. Linda cited the example of the proposed I-5 connector that has been contained in the RTP for many years but will not be constructed. Bethany stressed that there are projects contained in the RTP that can happen, and we need to take whatever measures possible to let our position be known so that they won't move forward. Doug reiterated that we don't want a five-lane northern arterial to serve our community. Connie circulated a yellow flyer that was taped to the front door of 200 homes in the area.

ACE: Larry McClure is on vacation; no report provided.

GLC: Ed Casey stated that he did not have much to report.

HSS: Jay announced that Scott Schlegel of Washington County Community Action has been laid off. Lisa Brown will assume the position as liaison for Tualatin Tomorrow. While the food pantry is now operating out of Rolling Hills Church, there is a new issue of people not having transportation to/from that location. Some residents are traveling to Tigard's food pantry which is accessible by bus. Board members from the food pantry will address the transportation issue at their next meeting. Possible options could include use of the Chamber's shuttle van between the hours of 9:00-2:00 p.m. The church also has a van. The new location hasn't affected donations. Umpqua Bank has a drop-off location in the downtown area. Jay is also working on issues regarding homelessness.

GHT: Beth Roach reported that work progresses on the creation of the Farmers Market. Paperwork has been filed with the State of Oregon for non-profit status, they have developed the By-Laws, and are working on insurance issues. Beth has met with the City Manager,

Councilor Beikman and Carl Switzer to discuss a possible location, and the consensus is we would like to run it concurrently with the Concerts on the Commons on Friday evenings during July and August. Once all the details are worked out, they can contact farmers to solicit their participation.

PRN: Connie attended the TPARK meeting last night. The Tonquin Trail Master Plan is underway which could eventually link Tualatin to trails along the Willamette River and up to the Columbia River. An open house will be scheduled later this year to discuss this project. Community Services submitted a Community Development Block Grant (CDBG) application to Washington County on behalf of the Pohl Center to do some facility upgrades. Additional letters in support of this project may be done. Doug suggested that Connie contact Carl to determine the best way to submit this information. Connie circulated a drawing depicting the proposed enhancements. The proposed improvements are \$375,000 and would be done in three phases. This grant would only cover Phase 1, replacement of the HVAC system. The building was originally built with CDBG grant funds. Connie participated in a Metro-sponsored trip to Olympia, Tacoma, Thurston and Pierce Counties to view their bridge, bicycle, pedestrian and equestrian trails.

Chamber of Commerce: Linda announced that this is her one-year anniversary with the Chamber. They have re-energized the Government Affairs Council (GAC) which is addressing critical issues including the proposed business tax, school funding, sustainability etc. An offset of the GAC is the new Economic Development Task Force. A key issue is where do we go after the recession ends? We need to pre-plan today. Perception is a big component. Right now the City of Hillsboro has the reputation of being the biggest and most welcoming for businesses. Dick's Sporting Goods is opening six new stores, and they have commented that Tualatin has been the most welcoming and cooperative in helping them get established. Novellus is closing its facility in San Jose, California and moving here.

Linda stated that Tualatin is the most under-served area by TriMet with no east/west service. The only service available is the Chamber's van which operates during morning and afternoon commute hours. The Chamber prepared a grant and has just been awarded funding that includes a new partial van service which begins tomorrow. The second van will only operate from 7-9 a.m. when WES and TriMet are arriving in Tualatin and is available using a "dial-a-ride" program.

Kelly King announced the Regatta Run which is a 5K Run/Walk on Saturday morning, October 31, prior to the Pumpkin Regatta. This run ties into the Fit City challenge to promote health and wellness which, in turn, can lower health care costs. Funds raised from the Regatta Run will benefit the Corporal Matthew Lembke Memorial Scholarship Fund. The Chamber also supported "Walk to School Day" and is sponsoring a showcase trade show on November 5<sup>th</sup> at the Grand Hotel.

Councilor Beikman stated that the walk and ride to school day was highly successful with 157 students signed up and 230 kids walking that day, not including parents.

Margie reminded Steering Committee members that the next meeting is scheduled for Wednesday, November 4, at the Police Department. This schedule/location change is

necessitated due to the Veteran's Day holiday and another meeting (to be attended by Doug Rux) in the Council Chambers that night.

Hal Ballard announced that he has been laid off from his position with the Washington County Bicycle Coalition. That organization has applied for grant funding to enable the shop to remain open which is still a viable part of the community.

## **ACTIONS**

**Any Needed Actions on Above Items:** Frank requested a vote to approve the purchase of software in the amount of \$183.65 to enable Margie to do updates to the Tualatin Tomorrow website. Steering Committee members unanimously approved this request.

While it was not necessary to conduct a vote to approve the new Table of Contents, it was reiterated that Focus Area leads should review their respective sections of the Action Plan and advise Margie no later than 5 p.m. Friday if there are any additional changes.

Jay Wilcox will provide Doug Rux with information for the HSS presentation to the Council by noon Thursday. He will also provide Margie with information for the November newsletter insert at that time.

## **PUBLIC COMMENTS**

Frank reiterated the need for all volunteers to enter their time into the Volgistics system. Margie offered her assistance to provide instruction on this process or, alternatively, to enter the data into the system on behalf of the SC members.

## **ANNOUNCEMENT/OTHER ITEMS**

Candice referenced a handout from Community Services which is a brief survey form to aid them in determining what type of community recreation programs they would like to offer in the future.

The meeting adjourned at 8:30 p.m.

Summary Notes prepared by Carol Rutherford, City of Tualatin